



**Talbot County Department of Planning and Zoning**  
**215 Bay Street, Suite 2**  
**Easton, Maryland 21601**  
**410-770-8030**

## Minor Variance Application (Non Critical Area)

Refer to Chapter 190-58, *Talbot County Code*. **If your project exceeds 15 percent of the stated requirement, you may not continue with this application and you shall submit a variance application to the Talbot County Board of Appeals. A request that varies any bulk requirement by 10% and no more than 15% shall require a recommendation from the Planning Commission.**

Please read the attached material thoroughly. The documents in the application packet should be completed and delivered to the Talbot County Department of Planning and Zoning. Application fee as determined by fee schedule adopted by County Council. Checks shall be made payable to Talbot County, Maryland.

At the time the completed application is returned with all forms signed and dated, your hearing, sign posting and other pertinent dates (will be scheduled). The applicant/agent is responsible for noting and complying with these dates. Direct any questions to Department of Planning and Zoning at (410) 770-8030.

1. **Application for Minor Variance:** Complete the "Purpose of Appeal". This informs the Planning Officer/Planning Commission what the application is for. You may attach a typewritten sheet if additional space is needed. Please give a detailed description of your request.
2. **Minor Variance Requirements:** These documents contain standards as defined in Chapter 190 of the *Talbot County Code* that you will be required to address during the hearing. They are the basis for the appeal. All questions must be addressed, do not leave any questions unanswered.
3. **Location Directions:** The Applicant/Agent is responsible for providing detailed directions to the property in question.
4. **Site Plan:** The Applicant is responsible for preparing a site plan which includes: dimensions of the property, location of all existing and proposed buildings, tree lines and proposed additions showing setbacks from property lines and names of adjoining roads, streams, or bodies of water. The site plan must be drawn to scale. Please submit ten (10) copies of the site plans needed for your project along with one (1) additional copy if within the 100' buffer, one (1) additional copy if property is located on a state highway and one (1) additional copy for any other agency that may need a copy for review.
5. **Written Acknowledgement:** When the Applicant is someone other than the owner of the property for which the variance is requested, the Applicant shall attach to the application a letter of authorization from the owner stating that he/she has reviewed the application and concurs with its content.
6. **Incomplete Application:** The application shall be delivered to the Department of Planning and Zoning. If the application is deemed incomplete in any respect, it will be returned to the applicant, and shall not be considered filed with the Department. Federal, State and/or local permits or approvals may be required to be obtained prior to application submittal.
7. **Covenants:** If your property has a covenant please provide a copy when application is submitted to this office.
8. **Site Visit:** All proposed structures and piers must be staked when application is submitted to this office as there will be a site visit to the property during planning review of the application. However, a decision on a variance shall be decided upon the basis of the evidence of record.
9. **Variance Time Limited:** The Planning Director/Planning Commission may impose a time limit within which a variance must be put into effect.
10. **Conditions of Approval:** In granting variances, the Planning Director may impose such reasonable conditions as will ensure that the use of the property to which the variance applies will be as compatible as practicable with the surroundings properties.

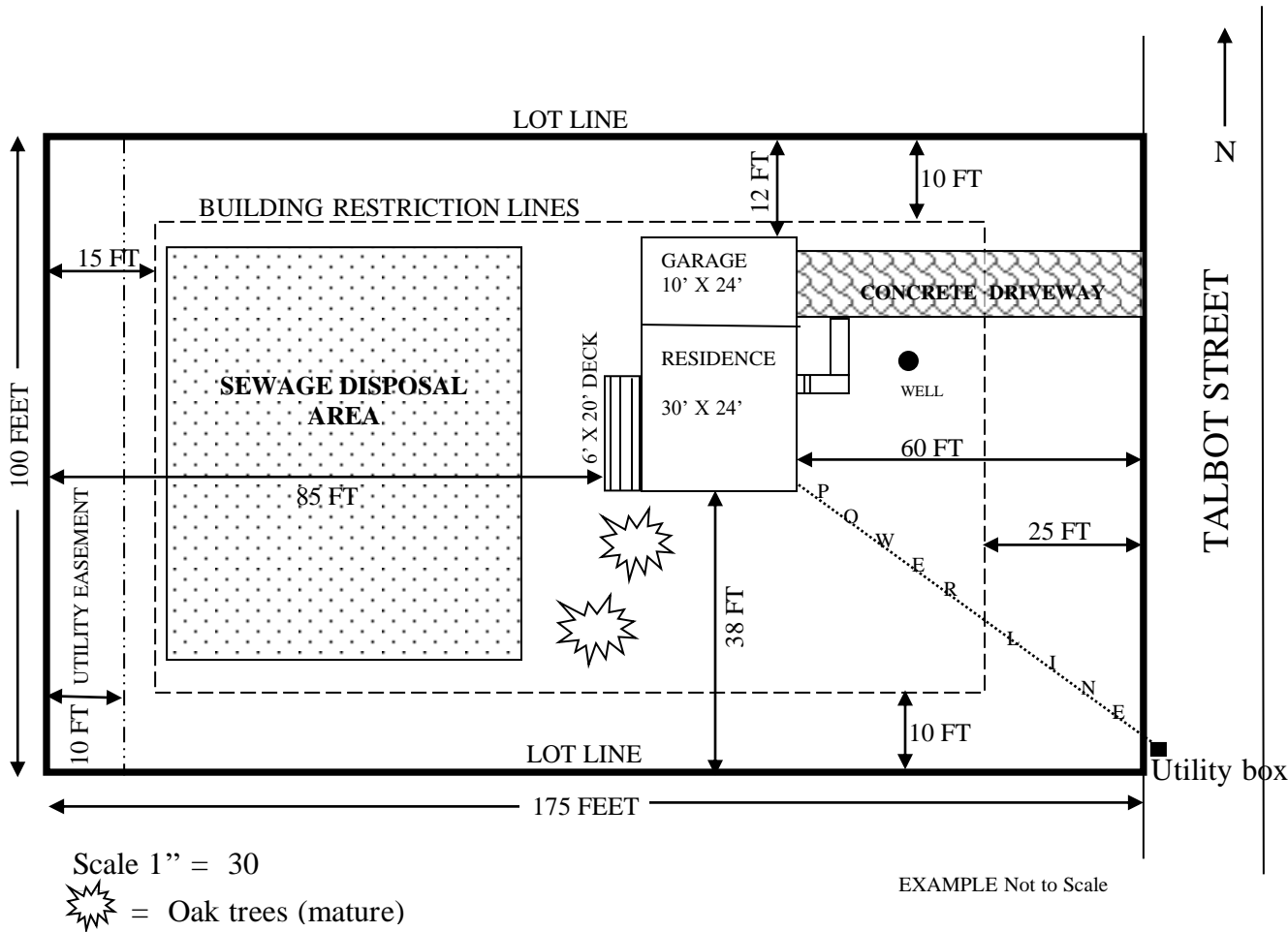
The Department of Planning and Zoning may not give advice with regard to this application nor are they permitted to assist in the preparation.



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**Minor Variance Requirements for Residential including Example Site Plan  
(Critical Area)**

- Drawing must be to scale. The scale of the drawing and an arrow showing a direction of North must be noted on the plan.
- Show all boundary lines and lot size.
- Location and dimensions and use of all existing and proposed buildings and structures on the site. Distances from property lines, or setback (setbacks from tidal and non tidal wetlands, Shoreline Development Buffer from Mean High Water, streams, steep slopes, state highway, etc.,) to the proposed structure. Measurements need to be taken from the closest point of the structure. Measurements from decks only if structurally connected to the dwelling. Show streams and label bodies of water.
- Show location of underground power lines and all other utility lines & boxes.
- Show forest cover on site, individual standing mature trees and all areas of forest to be cleared.
- Location, name or number of all streets and alleys adjacent to the site. Show any on site or off site easements or private roads that provide access between the site and public road.
- Location of on-site parking and driveways (provide space for at least two cars).
- Show location of well and proposed or existing location of septic tank and drain field (and reserve drain field), as specified by the Health Department.





File Number: \_\_\_\_\_

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**Minor Variance Application (Non Critical Area)**

**Office Use Only:**

Application Filing Date: \_\_\_\_\_

Fee Paid: \_\_\_\_\_

Planning Commission Date: \_\_\_\_\_

Time: \_\_\_\_\_

**Purpose of Appeal:** Variance request, state fully the kind of variance desired and reasons therefore. Please give a detailed description, may be written or typed on a separate page if needed, label as Attachment A.

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Location of Property: \_\_\_\_\_

Tax Map: \_\_\_\_\_ Grid: \_\_\_\_\_ Parcel: \_\_\_\_\_ Lot: \_\_\_\_\_ Size: \_\_\_\_\_ Zone: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Address of Owner: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_

Applicant's name, address and telephone number if different from owner: \_\_\_\_\_

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Has above property ever been subject of previous variance? \_\_\_\_\_

If so, give Application number(s) and date(s) \_\_\_\_\_

**I (we) hereby certify, under penalty of perjury, that the matters and facts set forth in the a foregoing Appeal are true to best the best of my (our) knowledge and belief.**

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Applicant's/Agent's Signature

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Important: Applications on which all required information is not furnished will be returned for completion before processing, and shall not be considered filed with this Department.



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**Minor Variance Standards  
(Non Critical Area)**

**Variances:** To authorize upon appeal in specific cases such variance from the terms of the *Talbot County Code* as will not be contrary to the public interest where, owing to special conditions, a literal enforcement of the provisions of the code shall not be granted unless and until the applicant has demonstrated that:

The applicant for a variance shall have the burden of proof which shall include the burden of going forward with the evidence and the burden of persuasion to all questions of fact, which are to be determined by the Planning Director/Planning Commission.

In order to grant, vary or modify the minor variance provisions of Chapter 190, the Planning Director must determine that the application meets all of the following criteria:

- A. Unique physical characteristics exist, such as unusual size or shape of the property or extraordinary topographical conditions, such that a literal enforcement of the provisions of this chapter would result in practical difficulty or unreasonable hardship in enabling the applicant to develop or use the property.

**Applicant Response:**

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- B. The need for the variance is not based upon circumstances which are self-created or self-imposed;

**Applicant Response:**

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- C. Greater profitability or lack of knowledge of the restrictions shall not be considered as sufficient cause for a variance.

**Applicant Response:**

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D. The variance will not be contrary to the public interest and will not be a detriment to adjacent or neighboring properties; and

**Applicant Response:**

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\_\_\_\_\_

E. The variance shall not exceed the minimum adjustment necessary to relieve the practical difficulty or unreasonable hardship.

**Applicant Response:**

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**All standards above must be addressed, do not leave any questions unanswered.**

*County action will be predicated upon the applicant’s compliance with the above.*

The Applicant is responsible for providing compliance with each finding and requirement, and consistency with Chapter 190 of the *Talbot County Code* and the intent of the critical area law.

\_\_\_\_\_  
Signature of Applicant/Agent

\_\_\_\_\_  
Date



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### **Independent Procedures Disclosure and Acknowledgement Form**

Proposed Project Name: \_\_\_\_\_

Physical Address of Property: \_\_\_\_\_

Tax Map: \_\_\_\_\_ Grid: \_\_\_\_\_ Parcel: \_\_\_\_\_ Lot: \_\_\_\_\_ Zone: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Agent/Attorney: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Applicant's Email Address: \_\_\_\_\_

Agent's Email Address: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Applicant acknowledges and understands:

1. This Application may be subject to local, state and federal laws, ordinances, rules, or regulations (hereafter "Laws") other than those that the Department of Planning and Zoning, Planning Commission or Board of Appeals reviews, administers, or applies in connection with this review.
2. Other agencies, including but not limited to the Talbot County Health Department, Division of Environmental Health, Maryland Department of the Environment, U.S. Army Corps of Engineers, Maryland Department of Natural Resources, US Fish and Wildlife Service and others may also have review authority over the project or development proposed in the application.
3. Applicant remains solely responsible for compliance with all applicable laws, ordinances, rules, or regulations.
4. Applicant understands that review of this Application does not necessarily include review of any other applicable laws.
5. Applicant understands that neither the Department of Planning and Zoning nor any of its employees has authority to grant permission or approval of any project or proposed development that violates any applicable law, ordinance, rule, or regulation of Talbot County, Maryland, and that any such approval issued in error has no enforceable legal effect.
6. Applicant understands that any decision issued by the Department of Planning and Zoning, Planning Commission or by the Board of Appeals does not necessarily guarantee or assure the applicant that this project or proposed development may proceed.

**I HEREBY CERTIFY that I have read, acknowledge, and understand the foregoing.**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Attorney/Agent's Signature

\_\_\_\_\_  
Date

File Number: \_\_\_\_\_



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## Property Directions

**Directions to the Applicant's Property. Please Print Legible.**

[illegible]

**All Structures and Additions must be staked out upon submittal.**